

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Bellevue Comm School District (05850000)
January 16-17, 2018

Program Year: 2018
Month of Review: December
Lead Reviewer: Sandra Fiegen
Org Representative(s):

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	Of 94 income determinations examined, three students were denied incorrectly, should have received Reduced price meals; three students received Free status based on an incomplete application and two received Reduced status based on an incomplete application (missing SSN), one child received Reduced price status that should have been denied as over income, and three children were determined eligible for Free that should have received Reduced price meals, resulting in a 12.8% error rate. Districts that have over an 8% error rate must complete a second review of applications, as indicated in the attached memo. Fiscal action is taken on any error rates over 3%. Attached is the Appeals procedure information, which can also be found in the download forms.	In your corrective action responses, please indicate how you will ensure that no application errors occur in eligibility determinations going forward. All persons who are responsible for eligibility determinations must participate in web based training, either by completing the online tutorial and submitting the certificate, or by viewing the two webinars posted at https://www.educateiowa.gov/pk-12/nutrition-programs/quick-links-nutrition/learning-tools-nutrition and submitting the certificate(s) of training from that site. The tutorials can be found at https://www.educateiowa.gov/pk-12/nutrition-programs/iowa-school-meal-programs-web-based-tutorials-webcast . In addition, please email me the date that all application errors were corrected.	
700 - Resource Management	V-0700	During the Procurement review of 2016-17 school foodservice account activities, it was determined that the Business club and the Booster organization were purchasing food and supplies from the AEA purchasing vendor using the school foodservice account.	Per the contract with AEA purchasing, no food items can be 'resold', which means that other groups cannot receive the same pricing arrangement with the vendor that the school foodservice agreed upon. In your corrective action response, please indicate how the incorrect purchase arrangements were resolved.	

Site - Level Findings: Bellevue High School (0109)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	All alternate entrée meals planned for the high school must contain at least 2 meat/meat alternates and 2 grain/bread equivalents or more. Some meals planned did not meet these minimums in the review week.	As corrective action, please complete either the template found on the Bureau website (emailed to you) or the USDA certification worksheets for the review week for lunch for 6-8 and 9-12, and attach to the review information here. Additionally, please indicate how you will ensure that lunch meals planned for 9-12 will contain 2 oz equivalents of meat/meat alternate and 2 oz equivalent of grain/bread in the future.	

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Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance	125 Are the correct income eligibility guidelines used to certify applications? If NO, explain.	Eligibility determinations have been made using a manual method, and the district is highly encouraged to use ICAVES application (found in the Download Form section on IowaCNP) instead. Using ICAVES will also 'flag' applications that are error prone.
200 - Verification	207 Based on the review of verified applications:	Highly encourage using ICAVES to identify error prone applications, and to use the verification tracking page (in ICAVES) to provide a timeline of activity. Additionally, a month of financial activity needs to be received in order to thoroughly complete verification.
300 - Meal Counting and Claiming	305 What are the SFA's meal counting and claiming policies and procedures for the following situations (as applicable):	When field trip meals are served, the meal count must be obtained on a roster at the time the meals are handed out, and the roster returned to the cashier afterwards to be entered into the meal count for the day. We discussed how to instruct the teachers in completing this process and also food safety information for field trip meals.
700 - Resource Management		Procurement procedures were reviewed, and one change needs to be made- the school foodservice activity must be invoiced separately, and cannot contain additional purchases made by FBLA or the booster organization. These two groups should have their own separate accounts. Other suggestions include, with regard to the bread bid, include the grain/bread chart to each request for pricing and obtain a 'per item' weight instead of a 'per loaf' weight. If the company wishes to give you equivalent information, you must check whether it is correct. For the dairy bid, please get pricing based on escalator clauses from all companies or firm bid from all companies. They need to respond to what you asked for, and one response did; the bid was awarded to one that did not. Also ask for the pricing as of the same calendar date (July 1 for example) so that you can compare.
800 - Civil Rights	800 What is the non-discrimination statement that is used for appropriate Program materials (please provide exact language)?	Incomplete civil rights statement is used. The correct, complete statement can be found at https://www.educateiowa.gov/pk-12/nutrition-programs and must be used on all program materials unless there is not room, then the smaller one-line statement may be used as described in the training materials. Additionally, the complaint procedure is included with this statement and should be the procedure that is followed.
1000 - Local School Wellness Policy	1005 Obtain a copy of the most recent assessment on the implementation of the Local School Wellness Policy.	Encouraged posting the wellness policy assessment at the website page where the policy can be found.

Site - Level Technical Assistance Bellevue High School (0109)

Area	Question	Comments
1400 - Food Safety	1406 Were the selected relevant temperature logs available for review? If YES to specify which date was selected. If NO explain.	All food safety monitoring logs must be maintained and recorded daily. Please devise a plan for complete recordkeeping going forward.

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Org - Level Commendations

Description
<ul style="list-style-type: none"> • A variety of entrees, fruits, and vegetables were offered throughout the review period for lunch, and included many fresh fruits and vegetables. Daily multiple choices of fruits and vegetables encourages student consumption. The fruit or vegetable offerings are tailored to compliment the entrees of the day when possible. The Food Service Director plans fun contests for the students to maintain their interest in the new fruit or vegetable items offered, and unusual items are being regularly consumed at this district.
<ul style="list-style-type: none"> • Benefit documents, as well as all paperwork, were very well organized.
<ul style="list-style-type: none"> • Cashiers are trained, and daily edit checks are performed.
<ul style="list-style-type: none"> • Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of December were accurate and complete.
<ul style="list-style-type: none"> • Rollover eligibility determinations were removed if the household did not apply within thirty days of the school year.
<ul style="list-style-type: none"> • The current application form and guidelines were used, direct certification is downloaded twice a month as required, and benefits are accurately and frequently transferred to the POS system.
<ul style="list-style-type: none"> • The Food Service Director, FSD, does a superior job of menu planning and offering choices. The numerous choices increases participation and provides opportunities for each child to find meal components for lunch that they will eat.
<ul style="list-style-type: none"> • The High School building has good breakfast participation. Students who arrive for early class or athletic practices routinely eat breakfast at school.
<ul style="list-style-type: none"> • The SFA effectively utilizes its USDA entitlement for commodities.
<ul style="list-style-type: none"> • The SFA followed regulations for the district's size category when hiring a new director. Tracking was provided that documents that the director received the required 8 hours of annual training, managers received the required 6 hours of training, and all other staff have received at least 4 hours of annual training. A wide variety of training opportunities were planned and completed.
<ul style="list-style-type: none"> • The SFA has a comprehensive written Procurement Plan that includes federal and local thresholds, procurement methods and documentation for all purchases, the plan indicates those responsible for rewarding, reviewing, documenting and monitoring procurement events.
<ul style="list-style-type: none"> • The staff training agenda covered many important topics and shows a commitment to ensure food program compliance.

Site - Level Commendations Bellevue High School (0109)

Description
<p>please see commendations in the district level area.</p>